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Memorandum

DATE: April 25, 2014
FROM: Mourad Ali, Acting Supervisory Executive Officer *MA*
SUBJECT: Vacant Position: USAID Mali Program Development Assistant
TO: All interested Candidates.

OPEN PERIOD: Monday, April 28, 2014 to Monday, May 12, 2014
(5:00 p.m. Bamako time)

GRADE LEVEL: FSN PSC-08 (Starting basic salary per annum FCFA 5,962,785 to FCFA 9,242,313)
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

PERFORMANCE PERIOD: One year contract (with option for renewal subject to funds availability).

NUMBER OF POSITION: One (1) Vacancy

The U.S. Agency for International Development is seeking a Program Development Assistant for the Program Office.

Basic Function of Position

The incumbent serves as the Program Assistant to the Program Office, providing both administrative and programmatic support. In this role, s/he will manage general administrative functions for the Program Office, such as managing communications, records, and logistics, and perform other secretarial duties. In addition, s/he will assist and backstop Program Office personnel on all program functions ranging from budgeting, program design and management, and communications. S/he will be supervised by the Supervisory Program Officer

Major Duties and Responsibilities

The Program Assistant position includes the following functions:

a. Administrative Support (50%)

- Maintains team/office files according to staff needs and Agency policies.



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- Assists with reviewing incoming correspondence, routing and logging correspondence, drafting, editing and finalizing outgoing correspondence, and making correspondence as needed.
- Track all documents going to and emanating from the Program Office.
- Generate MAARDS, GLAAS and other procurement requisitions for the Program Office.
- Ensures that phones are answered and either responds, routes and drafts messages for all incoming calls.
- Meets, receives, escorts and orients visitors.
- Maintains and tracks office equipment and supplies. Requisitions non-expendable property and office supplies as need.
- Serves as the Program Office's software trouble shooter and liaises with the Information Systems' office. Provides support in basic software, formatting, document preparation, printer and copier functions, hardware maintenance, spares and consumables availability.
- Coordinate and manage logistics for Program Office events, including TDYs, conferences, and workshops.
- Manage all travel duties for Program Office staff and visitors, including: reserving hotels and/or office space; preparing Welcome Books and other materials for TDY visitors; submitting and/or tracking of ecc requests; and making and managing travel requests through E2.
- Backup the Mission Director's Executive Secretary with various secretarial functions.

b. Program Support (50%)

- Backstop all Program Office staff on various and multiple program design, implementation, performance management, budgeting and communications functions.
- Prepare agendas for and take minutes of various programmatic meetings, including those related to design and performance management.
- Assist the Program Office and technical teams with tracking and guarding analytical data for both individual projects and the Mission strategy.
- Developing trackers and tables for Program Office planning, such as those outlining upcoming tasks and responsibilities, tracking milestones for project design and implementation, or monitoring USAID/Mali's presence in local press and social media.
- Serve as a repository for various programmatic communications between the Program Office and other technical and support offices.
- Assist the Development Outreach Coordinator (DOC) in preparing various presentations for the Program Office and technical teams.
- Develop and maintain tracking and filing systems of USAID's communications products, including but not limited, to briefers, success stories, photos, and translations. S/he will serve as PRM office POC for the new filing system.
- Assist with in translating various documents from French to English, and/or English to French.
- Assist the DOC in developing detailed briefing books for high-level visitors.
- Assist the Program Office is organizing and managing quarterly partner meetings and Mission retreats. This includes drafting the agenda, taking notes and drafting minutes of meetings.
- Assist primary TraiNet users and those responsible for interviewing and screening contractors and grantees Visa applications for U.S. trainings.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Mali Local resident at time of hire;
2. Minimum of college degree in one of the following fields of study: business, social sciences, administration.



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3. A minimum of three years of progressively responsible experiences in administration, development assistance, or related work.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement number.

Qualifications Required:

- a. **Education (10%):** Minimum of college degree in one of the following fields of study: business, social sciences, administration.
- b. **Prior Work Experience (10%):** A minimum of three years of progressively responsible experiences in administration, development assistance, or related work.
- c. **Language Proficiency (20%):** Should speak English and fluently, and be capable of drafting error free routine correspondence and translations in English-Level IV and French-Level IV.
- d. **General Knowledge (30%):** A sound working knowledge of the nature and goals of foreign assistance programming. A general knowledge of USG programming methods and procedures and a strong capacity in general administration, database management and record keeping is necessary.
- e. **Skills and Abilities (30%):** Must be able to maintain effective working relationships with American and FSN employees and supervisors at the Embassy and at USAID, as well as with host-government, donor agencies, and private-sector organizations. Ability to obtain, organize, analyze, evaluate, and present information in clear, concise reports. S/he must be able to communicate effectively both orally and in writing. Proficiency in word processing, spreadsheet applications, and power point, including typing skills in French and English, is required. The incumbent must be ambitious and dedicated, willing to take on new and various tasks and responsibilities.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

- a. **Supervision Received:** Incumbent is directly supervised by the Supervisory Program Officer.
- b. **Available Guidelines:** USAID Correspondence and Records Guidance; Mission Orders and Notices, USAID Automative Directive System (ADS) and other useful guidance.
- c. **Exercise of Judgment:** Must consistently exercise sound judgment in managing work priorities for self and monitoring total office work flow for the Supervisory Program Officer. The incumbent is expected to exercise judgment in reviewing correspondence, drafting replies, and monitoring information.
- d. **Nature, Level and Purpose of Contacts:** Incumbent will have contact with all USAID/Mali offices/teams and Embassy personnel. Contacts will include U.S., Third Country National, and Foreign Service National staff; implementing partners and donors; and personnel in the host government.
- e. **Time required to perform full range of duties after entry into the position:** One Year.



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SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Program Development Assistant position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All uncompleted applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

Detailed Statement of duties and the qualification requirements for the position is available on the following websites:

<http://mali.usembassy.gov/job-opportunities>. or <http://www.usaid.gov/mali/partnership-opportunities/local-vcancy>

CLOSING DATE FOR THIS POSITION: May 12, 2014 (5:00 p.m. Bamako time)

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.